

City of Watertown - Seeking qualified applicants for the position of Confidential Assistant to the City Manager. This position is responsible for conducting research, planning and coordinating assigned programs and projects for the City Manager and assisting with all aspects of city operations.

The City seeks an individual with clear communication and strong interpersonal skills. The ideal candidate is detailed oriented, organized, brings a high level of energy and enthusiasm to the position, and can manage multiple complex projects. Minimum requirements include Bachelor's degree in Public Administration, Business or related field, and two (2) years related experience or Master's degree with (1) year related experience. Salary range \$40,000-\$50,000 + excellent benefits. Complete position description and city application are available on the City of Watertown website [www.watertown-ny.gov](http://www.watertown-ny.gov).

Qualified applicants must submit application and resume by October 15, 2010 to: City Manager, City of Watertown, 245 Washington Street, Watertown, NY 13601 EOE